DEVELOPMENT REVIEW COMMITTEE AGENDA
120 LAISHLEY COURT, PUNTA GORDA, FLORIDA 33950
MAY 22, 2026, 9:00 AM

Norman Nahra, Police Department
Robert Ruth, Utilities Department
Bryan Clemons, Public Works Department
Carl Benge, Urban Design
TJ Smith, Fire Marshal
Ronald Cohowcz, Building Official

CALL TO ORDER
Roll Call
Next Meeting -

PUBLIC COMMENTS
Anyone wishing to address the Development Review Committee on any subject may do so at the appropriate time during the meeting. Those who choose to speak must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

1. **APPROVAL OF MINUTES**

   1.a **May 8, 2026, Meeting Minutes.**

2. **PERMIT REVIEW**

   2.a **Event Permit - 26-0096625 - Rumble For A Reason at Laishley Park - August 7-9 2026**

   2.b **Event Permit - 26-00196628 - Charlotte County Pride at Laishley Park - October 2-4 2026**

   2.c **Event Permit - 26-00196626 - West Indies Carnival at Laishley Park - July 31, 2026 - August 1, 2026**

3. **APPLICATION REVIEW**

STAFF COMMENTS

ADJOURNMENT

In accordance with the Americans with Disabilities Act and Florida Statute 286.26, the location of this public hearing is accessible to persons with disabilities. If you are a person with disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Interpreters for the hearing impaired (TTY 941-575-5013) or non-English speaking citizens, and any other special accommodations can be requested by contacting the Human Resources Manager/Non-Discrimination Coordinator whose address is 326 W. Marion Avenue, Punta Gorda, FL 33950, whose telephone number is (941) 575-3371, and whose email address is humres@cityofpuntagordafl.com, at least two (2) calendars days prior to the meeting.

DEVELOPMENT REVIEW COMMITTEE
CITY OF PUNTA GORDA
05/22/2026

APPROVAL OF MINUTES

Title: May 8, 2026, Meeting Minutes.

Funds: Not applicable

Recommended Action: For approval.

Summary: May 8, 2026, Meeting Minutes.

Department/Division: City Clerk

EXHIBITS:

1. May 8, 2026, Minutes

CITY OF PUNTA GORDA, FLORIDA
DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES
MAY 8, 2026, 9:00 A.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: Carl Benge, Urban Design / Chair
Angelina Coleman, Fire; Tommy Macy, Public Works; AJ Russell, Police; Robert Ruth, Utilities

MEMBERS ABSENT: Building

CITY STAFF PRESENT: Adrianna Gehrke, Planner; Madison Henderson, Executive Assistant; Alexandra Friend, Board Recorder

CALL TO ORDER

Chair Benge called the meeting to order at 9:00 a.m.

PUBLIC COMMENTS

There were none.

1) APPROVAL OF MINUTES

1.a April 24, 2026, Meeting Minutes.

Exhibits:
Cover Page
April 24, 2026, Minutes

Member Ruth **MOVED** to approve the April 24, 2026, minutes, **SECONDED** by Member Macy.
AYE: Benge, Coleman, Macy, Russell, Ruth
ABSENT: Building
MOTION CARRIED.

2) PERMIT REVIEW

2.a Event Permit - 26-00196621 - Fourth Fest and Fireworks Exclusive Use of Laishley Park - July 2-5 2026

Exhibits:
Cover Page
Application
Fourth July 2026 V4 Zone Map South
Fourth July 2026 V4 Zone Map West
Event Review Report
Explosives License
Site Layout

Chair Benge reviewed the application, requesting the applicant provide all the required application documents.
Member Coleman indicated a tent permit and 2 detail firefighters were required.
Member Russell reviewed the staffing plan for the 4 detail officers that were required.
Member Ruth **MOVED** to approve the application with the conditions identified this date and in the staff report, **SECONDED** by Member Coleman.
AYE: Benge, Coleman, Macy, Russell, Ruth
ABSENT: Building
MOTION CARRIED.

3) APPLICATION REVIEW

There were none.

STAFF COMMENTS

There were none.

ADJOURNMENT

The meeting adjourned at 9:03 a.m.

_____
Chair

_____
Board Recorder

DEVELOPMENT REVIEW COMMITTEE
CITY OF PUNTA GORDA
05/22/2026

PERMIT REVIEW

Title:	Event Permit - 26-0096625 - Rumble For A Reason at Laishley Park - August 7-9 2026
Funds:	
Recommended Action:	For DRC review and approval of event.
Summary:	Rumble for a Reason is being hosted by Kids Cancer Coalition Inc at Laishley Park on August 8, 2026 from 1pm -10pm. The event is to raise money for the Kids Cancer Coalition and will have several public attractions. Attractions will include a boxing ring, food trucks, a mechanical alligator, amplified sound, bounce houses, and corn hole. Setup for the event will take place on August 7th from 9am to 6pm, and clean up being on August 9th 9:00am to 4:00pm.
Department/Division:	Urban Design

EXHIBITS:

1. Application
2. Site Plan
3. Event Review Report

Punta Gorda

PAID

APR 2 8 2026

CITY OF PUNTA GORDA
~~PARK RENTAL & EVENTS~~
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
ParkRental@CityofPuntaGordaFL.com
(941) 575-3367

EVENT PERMIT APPLICATION

IMPORTANT: Applications for event permits must be submitted for processing at **least sixty (60) days prior** to the event. The following information is required for all event permits issued by the City of Punta Gorda. Please be aware that approval does not exempt the applicant from any County, State or Federal criteria which may apply to such event or activity. Non-refundable application fee shall be paid at time of application or the application will be returned. Rental fees will be paid at approval of the event request. All questions must be answered, incomplete applications will be rejected. Signature must be notarized or application will be rejected. For further information, contact the Urban Design Division.

EVENTS REQUESTING TO CLOSE THE HARBORWALK FOR AN EVENT, REQUIRE SPECIAL COUNCIL APPROVAL UNLESS OTHERWISE AUTHORIZED AND LISTED IN THE EVENT APPLICATION PACKAGE. IF THE EVENT IS APPROVED TO CLOSE THE HARBORWALK, THE EVENT ORGANIZER MUST PLACE DETOUR SIGNS A MINIMUM OF 24 HOURS PRIOR TO CLOSURE INFORMING THE PUBLIC OF THE CLOSURE OF HARBORWALK AND OFFERING A DETOUR TO THE ROUTE. EVENT ORGANIZER *MUST* SUPPLY THEIR OWN DETOUR SIGNS, AFTER SUBMITTING A DIGITAL COPY OF THE SIGN, AND SIGN LOCATION PLACEMENT FOR APPROVAL.

DATE RECEIVED: 4/29/26	**PERMIT NO:** 26-00096625
Application Fee: $50.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:** 5/22/26
Name of Event	Rumble for a Reason
Applicant or Organization	Kids Cancer Coalition Inc.
Event Date(s)	August 7th & 8th

Type: If event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged the for-profit rate. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate.

☐ For profit ☑ Not-for-profit (type _____, provide IRS certification) ☑ Joint Event

Name of Responsible Party	Jerry Alexatos	Title	President
Address	[redacted]		
Phone #'s			
Description of Event	Boxing, food trucks, mechanical Alligator, D.J., bounce houses, corn hole		

Will disposable cardboard trash receptacles be provided?	☐ No ☑ Yes
Will additional refuse containers/dumpsters be provided? (If serving food a dumpster is required)	☑ No ☐ Yes – By whom? _____
Are live animals going to be part of this event?	☑ No ☐ Yes – Type? _____ How Many? _____
Who is the event's designated ADA Coordinator responsible for ensuring event is accessible to those with disabilities? yes	Name [redacted] Phone Email Address

Will Punta Gorda Personnel be Requested?	Police ☐ No ☑ Yes	Fire ☑ No ☐ Yes	Public Works ☑ No ☐ Yes

Events on City Property. Please provide the City of Punta Gorda with a Certificate of Insurance for property and Liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of $1,000,000 per occurrence and Property Damage liability as follows: ***$100,000 for Ponce de Leon; $500,000 for Gilchrist & Laishley Park****, must be provided prior to permit approval*

Do you have the appropriate insurance?	☐ No ☐ N/A ☐ Yes	Is the City named as an additional insured?	☐ No ☐ N/A ☐ Yes
Does this event require the use of Water?	☐ No ☑ Yes	Does this event require the use of Electric?	☐ No ☑ Yes

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	Jerry Alexatos			Title	President		
Address	8298 San Jacinto Ave.	City	North Port	State	FL	Zip	34287
Phone #'s	941-445-0479			Email address	jerry@thekidscancercoalition.com		

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to acts of God, pandemics, natural disasters, etc., or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

(Jerry) Gerasimos Alexatos
Signature

Kids Cancer Coalition
Organization

Gerasimos Alexatos
Type or Printed Name & Title

4/27/2026
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this day of 27 April, 20 26, by Jerry Alexatos, who is personally known to me or who has produced FL DL as identification.

Madison
(Signature of Notary)

MADISON HENDERSON
Notary Public - State of Florida
Commission # [illegible]
My Comm. Expires Aug 23, 2027
(Seal)

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event. In addition, an accessible route site plan is required and must include all elements outlined on the ADA Checklist provided in the event manual.

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☑ Open Space ☑ Open Air Pavilion ☑ Gazebo ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter ☐ Open Air Chapel ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____

Set up Time			Event Time			Clean Up Time		
Date	From	To	Date	From	To	Date	From	To
8-6	1pm	10pm	8-7	1pm	10pm	8-8	9Am	4pm
8/7	9am	6pm	8/8			8/9		

Has this event been held in the Past?	☑ No ☐ Yes – When_____ In attendance _____		
Anticipated Crowd Size for this event	700 3000+	Peak Hours 5pm	
Will there be a charge for Parking	☑ No ☐ Yes	Will off-site parking be provided	☑ No ☐ Yes
Will any type of "shuttle" service from parking to entrance be provided?	☑ No ☐ Yes –By whom_____ If yes, will the shuttle equipped for those with disabilities? ☐ No ☐ Yes		
Will there be amplified music or entertainment?	☐ No ☑ Yes	Will any street(s) or sidewalk(s) be closed?	☐ No ☑ Yes
Are off-premise directional signs or other types of advertising devices being requested?			☐ No ☑ Yes
Will tents or canopies be used?	☐ No ☑ Yes – How Many? 5+ What Size? 10X10		
Will alcoholic beverages be sold or consumed on the premises?	☐ No ☑ Yes – Alcoholic Beverage Permit Holder Jerry Alexatos		
Are Fireworks planned?	☑ No ☐ Yes	Does the applicant own the property where the event is to be held?	☑ No ☐ Yes
Will private security be provided to protect exhibits, equipment or facilities brought on-site for this event	☐ No ☑ Yes – Name of Security Company _____		
Will food be cooked and/or catered on-site during this event?	☐ No ☑ Yes – has the Health Department been contacted ☑ No ☐ Yes		
Will temporary sanitary facilities be provided?	☐ No ☑ Yes	*Portable toilets and portable hand washing facilities are REQUIRED for ANY event serving/selling food and/or beverages. (Only exception is in Laishley Park)	

*If portable toilets are provided for use by event participants, **a minimum of five percent of all units, but never less than one unit, must be accessible.** Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
PGcode@CityofPuntaGordaFL.com

AMERICANS WITH DISABILITIES CHECKLIST

Attention Event Permit Applicants & Participants:

The following Americans with Disabilities Act (ADA) checklist requirements shall apply to all special events permitted by the City of Punta Gorda:

- ✓ All vendors have the name of the event's designated ADA Coordinator and procedures to handle requests for accommodations.
- ✓ An accessible route from site arrival points and an accessible entrance have been provided.
  - o As much as possible, the accessible route should be the same route used by other participants.
  - o Once a route has been mapped out, it must be identified with signs if it deviates from paths used by the general public. (Be at least 36 inches wide)
  - o All vendors have received the event layout outlining the accessible route and are aware that it MUST be maintained at all times.
- ✓ The layout of the event should allow people with disabilities to attain goods and services and participate in activities without assistant.
  - o Front-line staff at information and ticketing areas must have a thorough knowledge of accessible features and services offered by the event and a general sensitivity to disability issues.
- ✓ The entrance gate, main desk, or information booth must be accessible in the design and location of the space and in the information provided.
- ✓ Vendors MUST modify policies and procedures to ensure they do not discriminate against persons with disabilities. Vendors may:
  - o be required to leave their booths briefly to assist someone with limited hand dexterity in reaching their money, or need to take items from an inaccessible area to an interested individual in order to allow the individual to evaluate and select merchandise or to participate in an activity offered.
- ✓ If there is a "no pet" policy it MUST be modified to allow service animals to assist persons with disabilities in performing one or more tasks related.
- ✓ If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible.
- ✓ Signage is needed to direct the public to the location of accessible parking spaces, passenger drop-off points and transit stops and accessible entrances and gates. Signs should include the international symbol of accessibility, use easy-to-read typefaces, and be large enough to be read from a distance.
- ✓ Accessible parking spaces must be level and adjoin an accessible route to entrances. Accessible parking spaces should be placed as close as possible to the accessible entrance served by the parking area to minimize the need for a person with a disability to travel long distances to merely arrive at the entrance.

- If temporary parking lots, grass fields or dirt lots, etc. are going to be used as temporary parking areas, accessible spaces must be created and held in reserve for people with disabilities.

✓ If shuttles or other modes of transportation are made available at the event, the mode of transportation MUST also be available to those with disabilities.

✓ If the event provides seating, viewing, or assembly areas a designated section should be made available for those with disabilities.

Event organizer & ADA Coordinator shall provide a signed copy of this document to the Urban Design Division in acknowledgement and full understanding of the above stated ADA requirements that all event organizers must abide by.

For more information on planning for making temporary events accessible to people with disabilities visit https://adata.org/publication/temporary-events-guide

Event Name	~~Kids Cancer~~ Rumble for a Reason	**Organization**	Kids cancer Coalition inc.
Event Date(s)	Aug 7th - 8th	**Event Time(s)**	1pm - 10pm

Name of Requestor/Applicant		**Designated ADA Coordinator**	
Name	J Gerasimos (Jerry) Alexatos	**Name**	
Title	President	**Title**	Same
Phone #	[redacted]	**Phone #**	
Email	[redacted]	**Email**	
Address	[redacted]	**Address**	

I, Gerasimos (Jerry) Alexatos as authorized representative hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, ***by signing this form the event coordinator & ADA coordinator insures that all participants/vendors of the event have received a copy of ADA requirements and clearly understands each applicable requirement listed above.***

Gerasimos Alexatos — Signature Authorized Representative

4/27/2026 — Date

CITY OF PUNTA GORDA

FIRE DEPARTMENT
1410 TAMIAMI TRAIL
PUNTA GORDA, FL 33950
(941) 575-5529
CityofPuntaGordaFL.com

SPECIAL EVENT SAFETY CHECKLIST

Attention Event Permit Applicants & Participants:

The following fire safety requirements shall apply to all special events in the City of Punta Gorda.

- ✓ All tents and canopies under which any type of cooking or warming of food items is conducted will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ Use of electrical or gas powered equipment will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ All vendors with electrical power, cooking or food warming and any flammable hazards will be required to have a State certified (state tagged) portable fire extinguisher mounted within the vendor area. All fire extinguishers will be a minimum size of 5 pounds, ABC type.
- ✓ All vendors cooking with oils or grease type products will need to have absorbent material for any spills (i.e., sand or kitty litter).
- ✓ Any cooking equipment shall be in good operational condition (LP tanks, hoses, generators, grills and electrical appliances). All appliances shall be properly secured and out of egress pathways.
- ✓ Gasoline containers shall be approved types and shall not be stored under tents or in egress pathways.
- ✓ LP tanks shall be properly secured from any falling or tipping hazards and kept clear of egress pathways.
- ✓ Extension cords shall be heavy duty outdoor use type. Cords shall not be spliced together or tied in knots. Extension cords shall be kept clear of standing water and where they pass through pedestrian areas shall be secured, as to not cause trip hazards.

Jennifer J. Molnar,
Fire Marshal, PGFD

Event coordinator shall provide a signed copy of this document to the Fire Department in acknowledgement and full understanding of the above stated fire safety requirements that all event participants must abide by

All VENDORS MUST ACKNOWLEDGE RECEIPT IN ORDER TO PARTICIPATE IN A CITY EVENT

By signing this form the event coordinator insures that all participants/vendors of the event have received a copy of these listed requirements and clearly understands each applicable requirement listed.

Name	Jerry Alexatos	Title	President
Address	[redacted]		
Phone #'s			
Event Name	Rumble for a Reason	Event Date	8/7/2026
Event Time	1pm to 11pm		

Gerasimos Alexatos
Signature

Kids Cancer Coalition Inc.
Organization

Gerasimos Alexatos President
Type or Printed Name & Title

4/27/2026
Date

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

OFF PREMISES SIGN PERMIT APPLICATION

DATE RECEIVED:	PERMIT NO:
Application Fee: $25.00 (DUE AT TIME OF APPLICATION)	DRC DATE:

Event Name	Rumble for a Reason	Event Date(s)	8/7/2026
Name of Requestor	Jerry Alexakos	Title	President
Address	[redacted]		
Phone #'s			
Total number of signs being requested	8	Dimension of Signs	1.5 Foot x 1.5 Foot
What Map Location will be used?	☑ Map #1	☑ Map #2	☐ Map #3 ☐ Map #4
Date(s) signs are requested	8/5 – 8/8		
Description of Event	Event fundraiser for families battling Childhood Cancer		

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☑ Open Space ☑ Open Air Pavilion ☑ Gazebo ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter Open Air ☐ Chapel Exclusive Use ☐ (Specify) _____ ☐ Other (Specify)_____

Set up Time		
Date	From	To
8/6	9 am	10 pm

Florida's Harborside Hometown

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	(Jerry) Gerasimos Alexatos	Title	President
Address	[redacted]		
Phone #'s			

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

(Jerry) Gerasimos Alexatos
Signature

Kids Cancer Coalition Inc,
Organization

Gerasimos Alexatos President
Type or Printed Name & Title

4/27/2026
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of 27 April, 2026, by Jerry Alexatos, who is personally known to me or who has produced FL DL as identification.

Madison H
(Signature of Notary)

MADISON HENDERSON
Notary Public - State of Florida
Commission # HH136879
My Comm. Expires Aug 23, 2027

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

LAISHLEY PARK RENTAL CONTRACT

Levels of sound, music, and noise produced at the authorized event shall not exceed levels which are unreasonably loud, raucous, jarring, or disturbing, to a reasonable person of ordinary sensibilities as determined by City of Punta Gorda law enforcement officers. If at any time a City of Punta Gorda law enforcement officer determines that this standard has been violated, said officer shall have the authority to require the Event Organizer, or any agent thereof, to take all necessary and appropriate actions to prevent further violations of this standard. If, the Event Organizer, or any agent thereof, fails to obey the orders of the law enforcement officer, Event Organizer will be required to present any future events to City Council for review prior to approval.

The event organizer has been informed that all events at Laishley Park, including nonmusical events, must be completely closed by 10:00 pm. If any event wishes to continue past 10:00 pm, Special Council Approval is required.

The event organizer has been informed that either snow fencing or sufficient ribbon and stakes must be placed along both sides of the entrance to Harborwalk Condominiums by the event organizer or his/her designee, a minimum of 24-hours prior to the event to prevent vehicles from parking in that area.

EVENTS REQUESTING TO CLOSE THE HARBORWALK FOR AN EVENT, REQUIRE SPECIAL COUNCIL APPROVAL UNLESS OTHERWISE AUTHORIZED AND LISTED IN THE EVENT APPLICATION PACKAGE. IF THE EVENT IS APPROVED TO CLOSE THE HARBORWALK, THE EVENT ORGANIZER MUST PLACE DETOUR SIGNS A MINIMUM OF 24 HOURS PRIOR TO CLOSURE INFORMING THE PUBLIC OF THE CLOSURE OF HARBORWALK AND OFFERING A DETOUR TO THE ROUTE. EVENT ORGANIZER *MUST* SUPPLY THEIR OWN DETOUR SIGNS, AFTER SUBMITTING A DIGITAL COPY OF THE SIGN, AND SIGN LOCATION PLACEMENT FOR APPROVAL.

Name	Jerry Alexatos			Title	President		
Address	9298 San Jacinto	City	North Port	State	FL	Zip	34287
Phone #'s	(941) 445-0479		Email address	Jerry@thekidscancercoalition.com			
Event Name	~~Join The Fight~~	Event Date	8/7/2026	Event Time	1pm to 11pm		

NOTARIAL CERTIFICATE – ACKNOWLEDGEMENT

I, the undersigned, being first duly sworn, testify and say that I hereby agree to all conditions and regulation set forth in the event manual, application and contract as adopted by City Council.

(Jerry) Gerasimos Alexatos — Signature of Owner or Authorized Agent

(Jerry) Gerasimos Alexatos — Print Name

Date 4/27/2026

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of 27 April, 2026, by Jerry Alexatos, who is personally known to me or who has produced FL DL as identification.

(Signature of Notary)

MADISON HENDERS
Notary Public - State of
Commission # H
My Comm. Expires Aug 2

(Seal)

RUNOFF for 9 PERSON

Punta Gorda

Off Duty Vendor Contract

CONDITIONS OF PERMIT Facilities

Division Related Services

The following are general conditions regarding Facilities Division related services:

1. It is the applicant's responsibility to contact the Facilities Maintenance Division a ***minimum*** of 2 weeks (10 business days) prior to the event to discuss water & electric needs and service availability.
2. Facilities Maintenance Division will meet with the applicant 24-48 hours prior to the event, during normal business hours (M-F 7:00am-3:30pm), to transfer keys, codes, and utility access to the applicant.
3. If City restroom facilities are being used, it is the responsibility of the applicant clean and restock all paper products – Facilities Maintenance will provide the necessary supplies.
4. It is the applicant's responsibility to remove all trash related to the event.
5. It is the applicant's responsibility to return any keys to Facilities Maintenance Division within 24 hours after the event.
    a. Failure to return key(s) within 24 hours may result in a forfeiture of a portion of the damage deposit
    b. If key(s) are lost or damaged the applicant will be required to pay a replacement fee of $50.00
6. If you require assistance from a Facilities Employee after normal business hours (M-F 7:00am-3:30pm), contact must be made with the after-hours employee by calling 941-637-3299.
7. Facilities Employee(s) will, with-in reason, after being contacted, be onsite to restore/repair utilities/services.
8. Any employee called out to restore/repair utilities/services due to damage (not normal wear and tear) shall charge the rental/event permittee for time dispatched until the employees' returns.
9. The City of Punta Gorda Facilities Division has final selection of all employees who work extra-duty details.
10. Cancellation of services by the Permittee (person/event requesting service) MUST be made at least 48 hours in advance. Failure to do so will result in the City of Punta Gorda Facilities Department billing permittee for two (2) hours minimum for administrative cost.

I have read, understand and agree to the above listed conditions.

Gerasimos Agiatis — 4/27/2026

Signature of Public or Private Permittee — Date

Punta Gorda

CITY OF PUNTA GORDA

FACILITIES MAINTENANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
Facilities Supervisor(941) 575-5041
CityofPuntaGordaFL.com

FACILITIES MAINTENANCE DIVISION VENDOR CONTRACT

PERMITTEE			
Event Name	Rumble for a Reason	Organization	Kids Cancer Coalition Inc
Name of Requestor/Applicant	Jerry Alexatos	Title	President
Address	[redacted]		
Phone #'s			

DATE(S) SERVICE IS NEEDED					
Hours	From: 1pm	☐ AM	☑ PM	TO: 11 pm	☐ AM ☑ PM

PERMITTEE REQUIRED TO CONTACT FACILITIES A ***MINIMUM*** OF 2 WEEKS PRIOR TO DISCUSS SERVICES NEEDED FOR WATER & ELECTRICITY AND IN WHAT AREAS/LOCATION.

Water	Describe Need	[redacted]
	Area/Location	
Electricity	Describe Need	power needed for venders to operate and lighting for boxing [redacted]
	Area/Location	center but closer to water

FACILITIES MAINTENANCE DIVISION WILL MEET WITH EVENT PERMITTEE 24-48 HOURS PRIOR TO THE EVENT TO TRANSFER KEYS, CODES AND COMBINATIONS FOR UTILITES ACCESS. FAILURE TO DO SO MAY RESULT IN A MINIMUM OF TWO (2) HOURS OVERTIME CHARGE OF $50.00 PER HOUR

I, (Jerry) Gerasimos Alexatos as authorized representative

Of electricity (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Facilities Maintenance Division and its employees will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Gerasimos Alexatos
Signature Authorized Representative

4/27/2026
Date

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
Extra-Duty Law Enforcement/Security Related Services

The following are general conditions that the person/business requesting Extra-Duty Law Enforcement/Security:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 8:00am-4:30pm), contact must be made with the Operations Captain on duty by calling 941-575-5533.
2. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a law enforcement officer, is in violation of State or Federal law or Office policy.
3. The rate charged an employer for extra-duty law enforcement security related services shall be standardized hourly rate established by the City of Punta Gorda Police Department which shall include compensation of personnel, any applicable employment taxes, and any administrative costs to administer the program.
4. Payment for any services directly to the member is strictly prohibited. The City of Punta Gorda Police Department will be responsible for collecting such payment and making disbursement to the member.
5. Extra Duty law enforcement services shall be performed within the boundaries and jurisdiction of Punta Gorda.
6. The person/business making the request for Extra-Duty law enforcement services, may request a particular member to work the detail, however the City of Punta Gorda Police Department has final selection of all members who work extra-duty law enforcement details.
7. If no particular member is requesting to work the Extra-Duty law enforcement detail, the City of Punta Gorda Police Department reserves the right to forward the contract to the Charlotte County Sheriff's Office and the person/business holding the event will be billed at the Charlotte County Sheriff's Office current billing rate.
8. The person/business requesting the extra-duty law enforcement service will make payment within ten (10) days of the service being performed. Payment will be made to the City of Punta Gorda Police Department and will accompany the application for request of services.
9. Cancellations of service by the Permittee (person/business requesting service) MUST be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least 2 full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For the unforeseen issues after normal business hours, call our Communications Center at 941-639-4111. Failure to do so will result in the City of Punta Gorda Police Department billing permittee for three (3) hours minimum for administrative cost.
10. If the employment has been sanctioned and authorized as provided in this policy, liability and Worker's Compensation Insurance Coverage provided by the Police Department will be in effect if the off-duty officer sustains an injury whileenforcingthecriminal,trafficorpenallawoftheStateorCityordinances while the member is performing extra-duty law enforcement/security related employment.
11. All permits must be obtained 10 days in advance. In emergency situations, exceptions may be made by the program administrator.

I have read, understand and agree to the above listed conditions.

December 4, 2024

To: Extra Duty Police Officer Hiring Entities

Based on the Collective Bargaining Agreement, there have been changes made to the Punta Gorda Police Department's Extra Duty Police Officer hiring program. These changes will be effective December 4, 2024. This will include a rate increase to hire off duty police officers. Below is a list of the changes.

Revised rates:

Regular Security Events: **$70 per hour** (three hour minimum)

Regular Security Events Supervisor* **$80 per hour** (three hour minimum)

*Supervisor is required when five or more officers are requested or required for an event

Traffic Control Details where primary responsibility is to cross pedestrians or direct vehicles: **$78 per hour** (three hour minimum)

Holiday/Last Minute Details (details not providing three full business days notice): **$89 per hour** (three hour minimum)

Holidays include:	New Year's Eve	New Year's Day	Martin Luther King Day
	President's Day	Easter Sunday	Memorial Day
	Independence Day	Labor Day	Veterans Day
	Thanksgiving Day	Black Friday (Day after Thanksgiving)	
	Christmas Eve	Christmas Day	

Cancellation of service: must be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least two full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For unforeseen issues after normal business hours, call our Communications Center at 941-639-4111.

CITY OF PUNTA GORDA

POLICE DEPARTMENT
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5533
CityofPuntaGordaFL.com

OFF DUTY VENDOR CONTRACT – POLICE DEPARTMENT

PERMITTEE			
Event Name	Rumble for a Reason	Organization	KidScancerCoalition.Inc
Name of Permittee/Vendor	Jerry Alexatos	Title	President
Address	[redacted]		
Phone #'s	[redacted]		

DATE(S) SERVICE IS NEEDED 9/7							
Hours	From: 1	☐ AM	☑ PM	TO: 11	☐ AM	☑ PM	
Numberofofficersrequested		Per hour for Officer (two hour minimum)			TotalCharge		
PD determins	X		=	$			

ALL FEES WILL BE PAID PER THE CURRENT CITY'S CALCULATED RATE FOR THE CITY EMPLOYEE AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE.

PAYMENTS WILL BE MADE WITHIN TEN (10) DAYS OF THE EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IF THE PERMITTEE/VENDOR CANCELS THE DETAIL ON THE DAY OF THE EVENT, A THREE (3) HOUR MINIMUM PER OFFICER WILL BE CHARGED.

Description of service to be provided	Crowd Control
Report to	

I, Gerasimos (Jerry) Alexatos as authorized representative of Kidscancer coalition Inc (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these condition in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Police Department and its member will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Gerasimos Alexatos
Signature Authorized Representative of Vendor Date 4/27/2020

The above application for permit is hereby granted, and above application together with the attached "Conditions of Permit are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit. Expiration date of this permit

Signature City Representative Date Permit Number

ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE

Punta Gorda

CITY OF PUNTA GORDA

RIGHT-OF-WAY DIVISION
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5010
CityofPuntaGordaFL.com

PUBLIC WORKS DEPARTMENT VENDOR CONTRACT

PERMITTEE			
Event Name	Rumble for a	Organization	Thekidscancercoalition.com
Name of Requestor/Applicant	(Jerry) Gerasimos Alexatos	Title	President
Address	[redacted]		
Phone #'s			
STREET/SIDEWALK CLOSURE			
Event date	8/7/2026		
Event Hours	From: 1 ☐ AM ☑ PM	TO: 10 ☐ AM ☑ PM	

EVENT PERMITTEE MUST CONTACT PUBLIC WORKS PERSONNEL 5 DAYS PRIOR TO THE EVENT TO CONFIRM EVENT DETAILS FOR MAINTENANCE OF TRAFFIC (MOT). FAILURE TO DO SO MAY RESULT IN A MINIMUM OF A $250.00 EQUIPMENT RENTAL FEE.

I, (Jerry) Gerasimos Alexatos as authorized representative Of Kids Cancer Coalition Inc. (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Facilities Maintenance Division and its employees will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Gerasimos Alexatos
Signature Authorized Representative

4/27/2026
Date



Detail by Entity Name

Florida Not For Profit Corporation
KIDS CANCER COALITION INC.

Filing Information

Document Number	N26000005483
FEI/EIN Number	NONE
Date Filed	04/15/2026
Effective Date	04/16/2026
State	FL
Status	ACTIVE

Principal Address

8298 SAN JACINTO AVE.
NORTH PORT, FL 34287

Mailing Address

8298 SAN JACINTO AVE.
NORTH PORT, FL 34287

Registered Agent Name & Address

ALEXATOS, GERASIMOS, MR
8298 SAN JACINTO AVE.
NORTH PORT, FL 34287

Officer/Director Detail

Name & Address

Title P

ALEXATOS, GERASIMOS
8298 SAN JACINTO AVE.
NORTH PORT, FL 34287

Title VP

WILSON, ADAM
227 ORTIZ BLVD
NORTH PORT, FL 34287

Title TREA

[redacted]

IRS Notice CP575A

Department Of the Treasury
Internal Revenue Service
Philadelphia, PA 19255-0023
Important Information - Please Read

KIDS CANCER COALITION
% GERASIMOS ALEXATOS
8298 SAN JACINTO AVE
NORTH PORT, FL 34287

April 15, 2026

We assigned you an employer identification number (EIN)

Your EIN is **42-1934171**. The name control associated with this EIN is **KIDS**.

What you need to do

- If you did **not** apply for this EIN, visit IRS.gov/EINNotRequested.
- Use this EIN and your name exactly as they appear above when you fill out your tax returns. Otherwise, it may cause delays. Keep a copy of this notice for your records because we'll only send it to you once. You can share a copy with future officers of your organization or anyone asking for proof of your EIN. If your name or address is incorrect as shown, send the correct information to the address at the top of this notice.
- You must file the following forms by the dates shown.

Form	Due Date
940	01/31/2027
944	01/31/2027

What you need to know

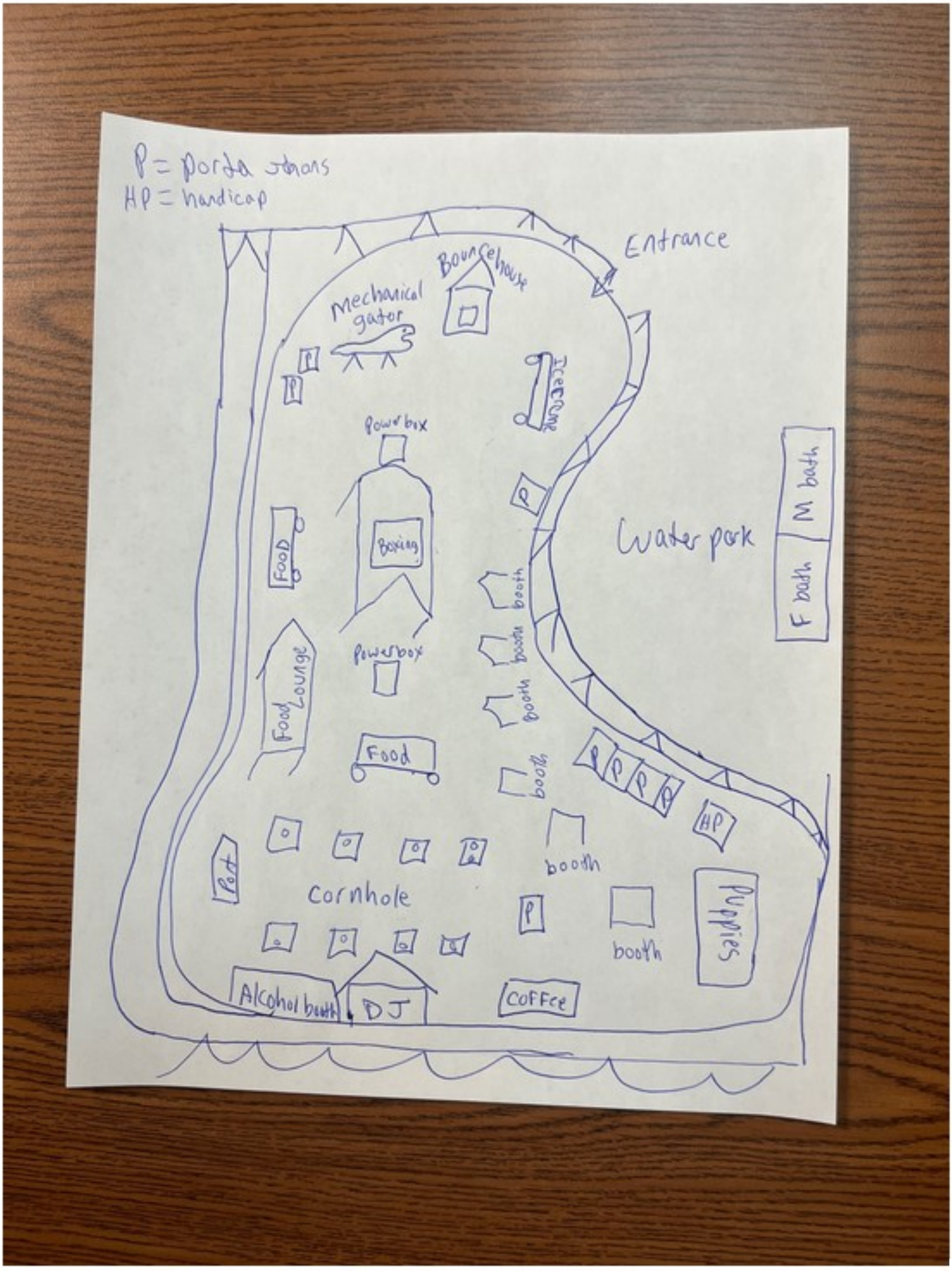
If you need to pay certain types of taxes, like employment or corporate income taxes, we'll send you a package with instructions. The package will tell you how to pay your taxes online using the Electronic Federal Tax Payment System (EFTPS). We'llll also send you a personal identification number (PIN) separately. Be sure to activate your PIN when you receive it, so you can start using the EFTPS. To learn more about EFTPS, refer to Publication 966, Electronic Choices to Pay All Your Federal Taxes.

Additional Information

- Refer to Publication 4557, Safeguarding Taxpayer Data: A Guide for Your Business, for tips on keeping your EIN safe.
- Find tax forms or publications by visiting IRS.gov/Forms or by calling 800-TAX-FORM (800-829-3676).
- Call us at 800-829-4933 if you can't find what you need online. If you prefer, you can write to the address at the top of this notice.

[redacted]

www.kidscancercoalition.com


P = porta johns
HP = handicap
Entrance
Bouncehouse
Mechanical gator
Icecream
Power box
Boxing
FOOD
Water park
M bath
F bath
booth
booth
booth
booth
Power box
Food Lounge
Food
HP
booth
Cornhole
booth
Puppies
booth
Alcohol booth
DJ
COFFee

City of Punta Gorda, Florida

Event Review Report

Event Name: Rumble for a Reason
Location: Laishley Park
Date/Dates: 8/7-8/9/26
Event Contact: Jerry Alexatos
Phone: 941-445-0479
Email: jerry@thekidscancercoalition.com
Permit # 26-00196625
DRC: 5/22/26 CC: n/a
Sent DRC Date: Sent DRC Conditions:
COMMENTS DUE 5/14/26

Receipt # Check # Requested Damage Deposit: N/A

Application Received: 4/29/26	Insurance: NEED
Facilities: ✅	Letter from Property owner: N/A
Police: ✅	Beverage/ Extension License: NEED
Fire: ✅	Tax exempt: N/A
Special Event: ✅	FDOT permit: N/A
ADA: ✅	Paid park rental: N/A
Off premises signs ✅	Example of off premises signs: NEED

The following comments and/or concerns were identified by the City's Staff regarding this Special Event Application.

ZONING & CODE COMPLIANCE

Zoning requests that the applicant provide the following:

- A Certificate of Insurance listing the City as additionally insured;
- Harborwalk must remain open at all times;
- A copy of the State of Florida Alcoholic Beverage License for the event organizer;
- Certification that any food or beverage vendors have approval from the State of Florida Department of Health;
- Identification of any streets or sidewalks proposed for closure, clearly indicated on the site plan; and
- A completed Temporary Road Closure application;

- A sample sign or digital photo of the proposed sign must accompany the application to include proper dimensions of the sign and overall height of the sign. A maximum of eight (8) signs is permitted. Sign size permitted – 18" x 24" or 3 square feet, no more than 3' above existing grade;
- Off-premises signs shall not have any windblown devices attached to sign. Windblown devices include but are not limited to balloons, windsocks, flutter or feather flags, streamers, banners etc;
- All off-premises signs approved as part of an event are required to be removed immediately after the event has ended. Any signs left in the Right-of-Way more than 12 hours after the event has ended shall be a violation of the Punta Gorda Code and you may be charged with a violation and costs associated with removing signs;
- Live animals need approval from City Manager.

Adrianna Gehrke	05/04/2026
Zoning & Code Compliance Representative	Date

SANITATION DIVISION | SOLID WASTE REMOVAL SERVICES

The event organizer is responsible for all trash clean up and removal related to the event. A dumpster is required if food is being served. The City does not rent dumpsters.

Jennifer Daumann	5-8-2026
Sanitation Division Representative	Date

FACILITIES

PLEASE ENTER COMMENTS HERE

Facilities Department Representative	Date

BUILDING DEPARTMENT

PLEASE ENTER COMMENTS HERE

Building Department Representative	Date

FIRE DEPARTMENT

Tent permit is required. No other comments.

Fire Permit received on:

Payment for services received on:

TJ Smith	4/30/2026
Fire Department Representative	Date

POLICE DEPARTMENT

If there are only going to be 700 attendees then only 1 detail officer is required.

Captain Norman Nahra	4/30/26
Police Department Representative	

PUBLIC WORKS

No Comments

Payment for services received on:

Thomas Macy	4/30/2026
Public Works Department Representative	Date

DEVELOPMENT REVIEW COMMITTEE
CITY OF PUNTA GORDA
05/22/2026

PERMIT REVIEW

Title:	Event Permit - 26-00196628 - Charlotte County Pride at Laishley Park - October 2-4 2026
Funds:	
Recommended Action:	For DRC review and approval of event.
Summary:	PFLAG is hosting its Charlotte County Pride event at Laishley park on October 3, 2026 the event time is from 11:00am to 5:00pm. This is an annual event that is expected to bring roughly 700 -1000 people. The event will have live music, food trucks, tents, alcohol beverages, and off premise signs. Event will have a set up day on October 2, 2026 and a clean up day on October 4, 2026.
Department/Division:	Urban Design

EXHIBITS:

1. Application
2. Event Review Report

Punta Gorda

PAID
MAR 19 2026

CITY OF PUNTA GORDA
PARK RENTAL & EVENTS
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
ParkRental@CityofPuntaGordaFL.com
(941) 575-3367

EVENT PERMIT APPLICATION

The following information is required for all event permits issued by the City of Punta Gorda. Please be aware that approval does not exempt the applicant from any County, State or Federal criteria which may apply to such event or activity.

IMPORTANT: Applications for event permits must be submitted for processing at least sixty (60) days prior to the event.

Non-refundable application fee shall be paid at time of application or the application will be returned. Rental fees will be paid at approval of the event request. All questions must be answered, incomplete applications will be rejected. Signature **must** be notarized or application will be rejected. **For** further information, contact the Urban Design Division.

DATE RECEIVED: 2/15/26	**PERMIT NO:** 26-00196628
Application Fee: $50.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:** 5/22/26
Name of Event	Charlotte County Pride
Applicant or Organization	PFLAG Charlotte County
Event Date(s)	10/03/2026

Type: If event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged the for-profit rate. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate.
☐ For profit ☒ Not-for-profit (type 501(c)(3), provide IRS certification) ☐ Joint Event

Name of Responsible Party	James David Browning	Title	Treasurer
Address	[redacted]		
[redacted]	[redacted]		
Description of Event	Pride event to bring awareness to the LGBTQ+ community in the area as well as foster sense of togetherness with said community. There will be vendor booths, entertainment, and food trucks.		

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☒ Open Space ☒ Open Air Pavilion ☒ Gazebo ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter ☐ Open Air Chapel ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____

Set up Time			Event Time			Clean Up Time		
Date	From	To	Date	From	To	Date	From	To
10/02/26	8:00 a.m.	5:00 p.m.	10/03/26	11:00 a.m.	5:00 p.m.	10/04/2026	8:00 a.m.	5:00 p.m.

Has this event been held in the Past?	☐ No ☒ Yes – When 10/2025 In attendance 500 to 700		
Anticipated Crowd Size for this event	700 to 1000	Peak Hours 12:00 p.m. - 2:00 p.m.	
Will there be a charge for Parking	☒ No ☐ Yes	Will off-site parking be provided	☒ No ☐ Yes
Will "shuttle" service to parking be provided	☒ No ☐ Yes –By whom _____		
Will there be amplified music or entertainment?	☐ No ☒ Yes	Will any street(s) or sidewalk(s) be closed?	☒ No ☐ Yes
Are off-premise directional signs or other types of advertising devices being requested?			☒ No ☐ Yes
Will tents or canopies be used?	☐ No ☒ Yes – How Many? 30-50 What Size? 10 x 10		
Will alcoholic beverages be sold or consumed on the premises?	☐ No ☒ Yes – Alcoholic Beverage Permit Holder PFLAG Port Charlotte		
Are Fireworks planned?	☒ No ☐ Yes	Does the applicant own the property where the event is to be held?	☐ No ☐ Yes
Will private security be provided to protect exhibits, equipment or facilities brought on-site for this event	☐ No ☒ Yes – Name of Security Company Global Security		
Will food be cooked and/or catered on-site during this event?	☐ No ☐ Yes – has the Health Department been contacted ☒ No ☐ Yes		
Will temporary sanitary facilities be provided?	☒ No ☐ Yes	*Portable toilets and portable hand washing facilities are REQUIRED for ANY event serving/selling food and/or beverages. (Only exception is in Laishley Park)	

*If portable toilets are provided for use by event participants, **a minimum of five percent of all units, but never less than one unit, must be accessible.** Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Will disposable cardboard trash receptacles be provided?	☒ No ☐ Yes

Will additional refuse containers/dumpsters be provided? (If serving food a dumpster is required)	☐ No ☒ Yes – By whom? All County Waste		
Are live animals going to be part of this event?	☐ No ☐ Yes – Type? _____ How Many? _____		
Who is responsible for ensuring event is accessible to those with disabilities?	Name [redacted]	Phone	Email
Will Punta Gorda Personnel be Requested?	Police ☒ No ☐ Yes	Fire ☒ No ☐ Yes	Public Works ☒ No ☐ Yes

Events on City Property. Please provide the City of Punta Gorda with a Certificate of Insurance for property and Liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of $1,000,000 per occurrence and Property Damage liability as follows: ***$100,000 for Ponce de Leon; $500,000 for Gilchrist & Laishley Park****, must be provided prior to permit approval*

Do you have the appropriate insurance?	☐ No ☐ N/A ☒ Yes	Is the City named as an additional insured?	☐ No ☐ N/A ☒ Yes
Does this event require the use of Water?	☐ No ☒ Yes	Does this event require the use of Electric?	☐ No ☒ Yes

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	James D. Browning	Title	Treasurer
Address	[redacted]		
Phone #'s			

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

James D Browning
Signature

PFLAG-Port Charlotte Pride
Organization

James D. Browning
Type or Printed Name & Title

2-13-24
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this day of 13th February, 20 24, by James D Browning, who is personally known to me or who has produced Driver License as identification.

Jennifer Piehler
(Signature of Notary)

JENNIFER L. PIEHLER
Notary Public - State of Florida
Commission # HH 563604
My Comm. Expires Jun 19, 2028

Punta Gorda

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

LAISHLEY PARK RENTAL CONTRACT

Levels of sound, music, and noise produced at the authorized event shall not exceed levels which are unreasonably loud, raucous, jarring, or disturbing, to a reasonable person of ordinary sensibilities as determined by City of Punta Gorda law enforcement officers. If at any time a City of Punta Gorda law enforcement officer determines that this standard has been violated, said officer shall have the authority to require the Event Organizer, or any agent thereof, to take all necessary and appropriate actions to prevent further violations of this standard. If, the Event Organizer, or any agent thereof, fails to obey the orders of the law enforcement officer, Event Organizer will be required to present any future events to City Council for review prior to approval.

The event organizer has been informed that all events at Laishley Park, including nonmusical events, must be completely closed by 10:00 pm. If any event wishes to continue past 10:00 pm, Special Council Approval is required.

The event organizer has been informed that either snow fencing or sufficient ribbon and stakes must be placed along both sides of the entrance to Harborwalk Condominiums by the event organizer or his/her designee, a minimum of 24-hours prior to the event to prevent vehicles from parking in that area.

All events utilizing the whole of Laishley Park, and/or charging admission may close the Harborwalk to pedestrians; however, the event organizer must place detour signs a minimum of 24 hours prior to closure informing the public of the closure of Harborwalk and offering a detour to the route. Event organizer ***MUST*** supply their own detour signs, after submitting a digital copy of the sign, and sign location play for approval.

Name	James D. Browning		Title	Treasurer	
Address	[redacted]				
Phone #'s					
Event Name	Charlotte County Pride	Event Date	10/03/2026	Event Time	11:00 a.m. to 5:00 p.m.

AFFIDAVIT

I, the undersigned, being first duly sworn, testify and say that I hereby agree to all conditions and regulation set forth in the event manual, application and contract as adopted by City Council.

James D. Browning
Signature

PFLAG - Port Charlotte Pride
Organization

James D. Browning
Type or Printed Name & Title

2-13-2024
Date

STATE OF Florida)
COUNTY OF Charlotte)

The foregoing instrument was acknowledged before me this 13th day of February 2024, by James D. Browning, who is personally known to me or who has produced FL Driver License as identification and who did not take an oath.

Jennifer Piehler
Notary Public, State of Florida

June 19, 2028
My commission Expires

(Seal)

JENNIFER L. PIEHLER
Notary Public - State of Florida
Commission # HH 563604
My Comm. Expires Jun 19, 2028

Punta Gorda

Off Duty Vendor Contract

CONDITIONS OF PERMIT

Facilities Division Related Services

The following are general conditions regarding Facilities Division related services:

1. It is the applicant's responsibility to contact the Facilities Maintenance Division a ***minimum*** of 2 weeks (10 business days) prior to the event to discuss water & electric needs and service availability.
2. Facilities Maintenance Division will meet with the applicant 24-48 hours prior to the event, during normal business hours (M-F 7:00am-3:30pm), to transfer keys, codes, and utility access to the applicant.
3. If City restroom facilities are being used, it is the responsibility of the applicant clean and restock all paper products – Facilities Maintenance will provide the necessary supplies.
4. It is the applicant's responsibility to remove all trash related to the event.
5. It is the applicant's responsibility to return any keys to Facilities Maintenance Division within 24 hours after the event.
    a. Failure to return key(s) within 24 hours may result in a forfeiture of a portion of the damage deposit
    b. If key(s) are lost or damaged the applicant will be required to pay a replacement fee of $50.00
6. If you require assistance from a Facilities Employee after normal business hours (M-F 7:00am-3:30pm), contact must be made with the after-hours employee by calling 941-637-3299.
7. Facilities Employee(s) will, with-in reason, after being contacted, be onsite to restore/repair utilities/services.
8. Any employee called out to restore/repair utilities/services due to damage (not normal wear and tear) shall charge the rental/event permittee for time dispatched until the employees' returns.
9. The City of Punta Gorda Facilities Division has final selection of all employees who work extra-duty details.
10. Cancellation of services by the Permittee (person/event requesting service) MUST be made at least 48 hours in advance. Failure to do so will result in the City of Punta Gorda Facilities Department billing permittee for two (2) hours minimum for administrative cost.

I have read, understand and agree to the above listed conditions.

James D Bowring — 2-13-2024

Signature of Public or Private Permittee — Date

Punta Gorda

CITY OF PUNTA GORDA

FACILITIES MAINTENANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
Facilities Supervisor(941) 575-5041
CityofPuntaGordaFL.com

FACILITIES MAINTENANCE DIVISION VENDOR CONTRACT

PERMITTEE					
Event Name	Charlotte County Pride		Organization	PFLAG Port Charlotte	
Name of Requestor/Applicant	James D. Browning		Title	Treasurer	
Address	[redacted]				
Phone #'s					
DATE(S) SERVICE IS NEEDED					
Hours	From: 7:00 ■ AM ☐ PM		TO: 7:00 ☐ AM ■ PM		
PERMITTEE REQUIRED TO CONTACT FACILITIES A ***MINIMUM*** OF 2 WEEKS PRIOR TO DISCUSS SERVICES NEEDED FOR WATER & ELECTRICITY AND IN WHAT AREAS/LOCATION.					
Water	Describe Need	Restroom facilities			
	Area/Location	Laishley Park			
Electricity	Describe Need	Entertainment equipment			
	Area/Location	Laishley Park			

FACILITIES MAINTENANCE DIVISION WILL MEET WITH EVENT PERMITTEE 24-48 HOURS PRIOR TO THE EVENT TO TRANSFER KEYS, CODES AND COMBINATIONS FOR UTILITES ACCESS. FAILURE TO DO SO MAY RESULT IN A MINIMUM OF TWO (2) HOURS OVERTIME CHARGE OF $50.00 PER HOUR

I, James D. Browning as authorized representative

Of Charlotte County Pride (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Facilities Maintenance Division and its employees will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

James D. Browning
Signature Authorized Representative

2-13-24
Date

Punta Gorda

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

OFF PREMISES SIGN PERMIT APPLICATION

DATE RECEIVED:	**PERMIT NO:**
Application Fee: $25.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:**

Event Name	Charlotte County Pride	Event Date(s)	10/03/2026
Name of Requestor	James D. Browning	Title	Treasurer
Address	[redacted]		
Phone #'s			
Total number of signs being requested	20	Dimension of Signs	3' x 3'
What Map Location will be used?	☐ Map #1 ☐ Map #2 ☐ Map #3 ☐ Map #4		
Date(s) signs are requested	10/02/2026 - 10/04/2026		
Description of Event	Pride event to bring awareness to the LGBTQ+ Community in the area as well as foster a sense of togetherness with said community. There will be vendor booths, entertainment and food trucks.		

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☒ Open Space ■ Open Air Pavilion ■ Gazebo ■ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter ☐ Open Air Chapel ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____

Set up Time

Date	From	To
10/02/226	8:00 a.m.	5:00 p.m.

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	James D. Browning	Title	Treasurer
Address	[redacted]		
Phone #'s			

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

James D. Browning
Signature

James D. Browning, Treasurer Charlotte County Pride
Type or Printed Name & Title

PFLAG Port Charlotte, Charlotte County Pride
Organization

2-11-24
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this day of February 11, 2024, by _____, who is personally known to me or who has produced FL DL as identification.

(Signature of Notary)

CATHY L BORAM-MELTON
Notary Public - State of Florida
Commission # HH 568253
My Comm. Expires Jul 8, 2028
Bonded through National Notary Assn.

Punta Gorda

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
PGcode@CityofPuntaGordaFL.com

AMERICANS WITH DISABILITIES CHECKLIST

Attention Event Permit Applicants & Participants:

The following Americans with Disabilities Act (ADA) checklist requirements shall apply to all special events permitted by the City of Punta Gorda:

- ✓ All vendors have the name of the event's designated ADA Coordinator and procedures to handle requests for accommodations.
- ✓ An accessible route from site arrival points and an accessible entrance have been provided.
  - As much as possible, the accessible route should be the same route used by other participants.
  - Once a route has been mapped out, it must be identified with signs if it deviates from paths used by the general public. (Be at least 36 inches wide)
  - All vendors have received the event layout outlining the accessible route and are aware that it MUST be maintained at all times.
- ✓ The layout of the event should allow people with disabilities to attain goods and services and participate in activities without assistant.
  - Front-line staff at information and ticketing areas must have a thorough knowledge of accessible features and services offered by the event and a general sensitivity to disability issues.
- ✓ The entrance gate, main desk, or information booth must be accessible in the design and location of the space and in the information provided.
- ✓ Vendors MUST modify policies and procedures to ensure they do not discriminate against persons with disabilities. Vendors may:
  - be required to leave their booths briefly to assist someone with limited hand dexterity in reaching their money, or need to take items from an inaccessible area to an interested individual in order to allow the individual to evaluate and select merchandise or to participate in an activity offered.
- ✓ If there is a "no pet" policy it MUST be modified to allow service animals to assist persons with disabilities in performing one or more tasks related.
- ✓ If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible.
- ✓ Signage is needed to direct the public to the location of accessible parking spaces, passenger drop-off points and transit stops and accessible entrances and gates. Signs should include the international symbol of accessibility, use easy-to-read typefaces, and be large enough to be read from a distance.
- ✓ Accessible parking spaces must be level and adjoin an accessible route to entrances. Accessible parking spaces should be placed as close as possible to the accessible entrance served by the parking area to minimize the need for a person with a disability to travel long distances to merely arrive at the entrance.

- If temporary parking lots, grass fields or dirt lots, etc. are going to be used as temporary parking areas, accessible spaces must be created and held in reserve for people with disabilities.

✓ If shuttles or other modes of transportation are made available at the event, the mode of transportation MUST also be available to those with disabilities.

✓ If the event provides seating, viewing, or assembly areas a designated section should be made available for those with disabilities.

Event organizer & ADA Coordinator shall provide a signed copy of this document to the Urban Design Division in acknowledgement and full understanding of the above stated ADA requirements that all event organizers must abide by.

For more information on planning for making temporary events accessible to people with disabilities visit https://adata.org/publication/temporary-events-guide

Event Name	Charlotte County Pride	**Organization**	PFLAG Charlotte County
Event Date(s)	10/03/2026	**Event Time(s)**	11:00 a.m. to 5:00 p.m.

Name of Requestor/Applicant		**Designated ADA Coordinator**	
Name	James David Browning	**Name**	James David Browning
Title	[redacted]	**Title**	[redacted]
Phone #		**Phone #**	
Email		**Email**	
Address		**Address**	

I, James David Browning as authorized representative hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, ***by signing this form the event coordinator & ADA coordinator insures that all participants/vendors of the event have received a copy of ADA requirements and clearly understands each applicable requirement listed above.***

James David Browning — Signature Authorized Representative

03/16/2026 — Date

Punta Gorda

CITY OF PUNTA GORDA

FIRE DEPARTMENT
1410 TAMIAMI TRAIL
PUNTA GORDA, FL 33950
(941) 575-5529
CityofPuntaGordaFL.com

SPECIAL EVENT SAFETY CHECKLIST

Attention Event Permit Applicants & Participants:

The following fire safety requirements shall apply to all special events in the City of Punta Gorda.

- ✓ All tents and canopies under which any type of cooking or warming of food items is conducted will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ Use of electrical or gas powered equipment will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ All vendors with electrical power, cooking or food warming and any flammable hazards will be required to have a State certified (state tagged) portable fire extinguisher mounted within the vendor area. All fire extinguishers will be a minimum size of 5 pounds, ABC type.
- ✓ All vendors cooking with oils or grease type products will need to have absorbent material for any spills (i.e., sand or kitty litter).
- ✓ Any cooking equipment shall be in good operational condition (LP tanks, hoses, generators, grills and electrical appliances). All appliances shall be properly secured and out of egress pathways.
- ✓ Gasoline containers shall be approved types and shall not be stored under tents or in egress pathways.
- ✓ LP tanks shall be properly secured from any falling or tipping hazards and kept clear of egress pathways.
- ✓ Extension cords shall be heavy duty outdoor use type. Cords shall not be spliced together or tied in knots. Extension cords shall be kept clear of standing water and where they pass through pedestrian areas shall be secured, as to not cause trip hazards.

Jennifer J. Molnar,
Fire Marshal, PGFD

Event coordinator shall provide a signed copy of this document to the Fire Department in acknowledgement and full understanding of the above stated fire safety requirements that all event participants must abide by

All VENDORS MUST ACKNOWLEDGE RECEIPT IN ORDER TO PARTICIPATE IN A CITY EVENT

By signing this form the event coordinator insures that all participants/vendors of the event have received a copy of these listed requirements and clearly understands each applicable requirement listed.

Name	James David Browning			Title	Treasurer, Charlotte County Pride
Address	[redacted]				
Phone #'s					
Event Name	Charlotte County Pride	Event Date	10/03/2026	Event Time	11:00 a.m. to 5:00 p.m.

James David Browning
Signature

Charlotte County Pride, PFLAG Charlotte County
Organization

James D. Browning, Treasurer - Charlotte County Pride
Type or Printed Name & Title

03/16/2026
Date

CITY OF PUNTA GORDA

POLICE DEPARTMENT
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5533
CityofPuntaGordaFL.com

OFF DUTY VENDOR CONTRACT – POLICE DEPARTMENT

PERMITTEE			
Event Name	Charlotte County Pride	Organization	PFLAG Charlotte County
Name of Permittee/Vendor	James D. Browning	Title	Treasurer
Address	[redacted]		
Phone #'s			

DATE(S) SERVICE IS NEEDED

Hours	From: 11:00 ■ AM ❑ PM	TO: 5:00 P.M. ❑ AM ❑ PM

Numberofofficersrequested		Per hour for Officer (three hour minimum)		TotalCharge
1	X	6	=	$420.00

ALL FEES WILL BE PAID PER THE CURRENT CITY'S CALCULATED RATE FOR THE CITY EMPLOYEE AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE.

PAYMENTS WILL BE MADE WITHIN TEN (10) DAYS OF THE EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IF THE PERMITTEE/VENDOR CANCELS THE DETAIL ON THE DAY OF THE EVENT, A THREE (3) HOUR MINIMUM PER OFFICER WILL BE CHARGED.

Description of service to be provided	alcohol being served and will need a police contract
Report to	James D. Browning

I, James D. Browning as authorized representative of Charlotte County Pride (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these condition in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Police Department and its member will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

James D. Browning
Signature Authorized Representative of Vendor Date 04/07/2026

The above application for permit is hereby granted, and above application together with the attached "Conditions of Permit are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit. Expiration date of this permit

Signature City Representative Date Permit Number

ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
Extra-Duty Law Enforcement/Security Related Services

The following are general conditions that the person/business requesting Extra-Duty Law Enforcement/Security:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 8:00am-4:30pm), contact must be made with the Operations Captain on duty by calling 941-575-5533.
2. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a law enforcement officer, is in violation of State or Federal law or Office policy.
3. The rate charged an employer for extra-duty law enforcement security related services shall be standardized hourly rate established by the City of Punta Gorda Police Department which shall include compensation of personnel, any applicable employment taxes, and any administrative costs to administer the program.
4. Payment for any services directly to the member is strictly prohibited. The City of Punta Gorda Police Department will be responsible for collecting such payment and making disbursement to the member.
5. Extra Duty law enforcement services shall be performed within the boundaries and jurisdiction of Punta Gorda.
6. The person/business making the request for Extra-Duty law enforcement services, may request a particular member to work the detail, however the City of Punta Gorda Police Department has final selection of all members who work extra-duty law enforcement details.
7. If no particular member is requesting to work the Extra-Duty law enforcement detail, the City of Punta Gorda Police Department reserves the right to forward the contract to the Charlotte County Sheriff's Office and the person/business holding the event will be billed at the Charlotte County Sheriff's Office current billing rate.
8. The person/business requesting the extra-duty law enforcement service will make payment within ten (10) days of the service being performed. Payment will be made to the City of Punta Gorda Police Department and will accompany the application for request of services.
9. Cancellations of service by the Permittee (person/business requesting service) MUST be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least 2 full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For the unforeseen issues after normal business hours, call our Communications Center at 941-639-4111. Failure to do so will result in the City of Punta Gorda Police Department billing permittee for three (3) hours minimum for administrative cost.
10. If the employment has been sanctioned and authorized as provided in this policy, liability and Worker's Compensation Insurance Coverage provided by the Police Department will be in effect if the off-duty officer sustains an injury while enforcing the criminal, traffic or penal law of the State or City ordinances while the member is performing extra-duty law enforcement/security related employment.
11. All permits must be obtained 10 days in advance. In emergency situations, exceptions may be made by the program administrator.

I have read, understand and agree to the above-listed conditions.

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail

04/07/2026
Date

Florida's Harborside Hometown

December 4, 2024

To: Extra Duty Police Officer Hiring Entities

Based on the Collective Bargaining Agreement, there have been changes made to the Punta Gorda Police Department's Extra Duty Police Officer hiring program. These changes will be effective December 4, 2024. This will include a rate increase to hire off duty police officers. Below is a list of the changes.

Revised rates:

Regular Security Events: **$70 per hour** (three hour minimum)

Regular Security Events Supervisor* **$80 per hour** (three hour minimum)

*Supervisor is required when five or more officers are requested or required for an event

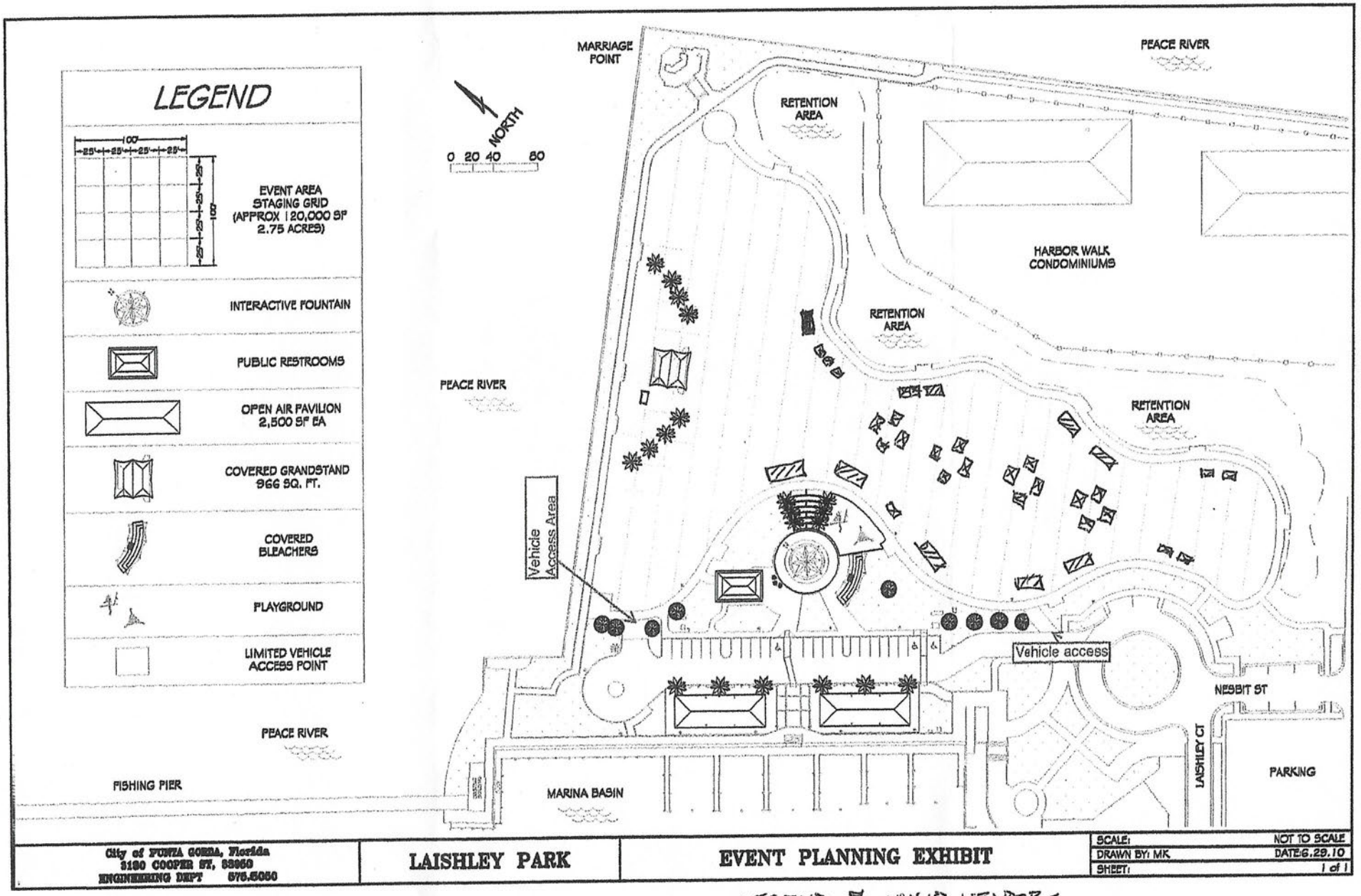
Traffic Control Details where primary responsibility is to cross pedestrians or direct vehicles: **$78 per hour** (three hour minimum)

Holiday/Last Minute Details (details not providing three full business days notice): **$89 per hour** (three hour minimum)

Holidays include:

New Year's Eve	New Year's Day	Martin Luther King Day
President's Day	Easter Sunday	Memorial Day
Independence Day	Labor Day	Veterans Day
Thanksgiving Day	Black Friday (Day after Thanksgiving)	
Christmas Eve	Christmas Day	

Cancellation of service: must be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least two full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For unforeseen issues after normal business hours, call our Communications Center at 941-639-4111.



LEGEND & 10X10 VENDOR

FOOD VENDOR/TRUCK

VIP TENT - 20X30

0000435 10/12/24

FLORIDA

Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8019607890C-9	09/17/2024	09/30/2029	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

PFLAG PORT CHARLOTTE INC
1532 FORREST NELSON BLVD
PORT CHARLOTTE FL 33952-2124

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

FLORIDA

Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).

2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).

5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.

6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

City of Punta Gorda, Florida

Event Review Report

Event Name: Charlotte County Pride
Location: Laishley Park
Date/Dates:
Event Contact: James David Browning
Phone: 317-9973381
Email: jdavidbrowning@gmail.com
Permit # 26-00196628
DRC: 5/22/26 CC: N/A
Sent DRC Date:5/5/26 Sent DRC Conditions:

Receipt # Check # Requested Damage Deposit:

Application Received: 2/15/26	Insurance: Still Need
Facilities: ✅	Letter from Property owner: N/A
Police: ✅	Beverage/ Extension License: Still Need
Fire: ✅	Tax exempt: ✅
Special Event: ✅	FDOT permit: N/A
ADA: ✅	Paid park rental: Still Need
Off premises signs ✅	Example of off premises signs: ✅

The following comments and/or concerns were identified by the City's Staff regarding this Special Event Application.

ZONING & CODE COMPLIANCE

Zoning is requesting:

- Alcohol Beverage License;
- Please indicate if food will be cooked/catered. Any event organizer using food/beverage vendors must certify that each vendor has State of Florida Health Department approval;
- Please indicate if live animals will be present. This will require authorization by the City Manager;
- Certificate of Insurance with the City listed as additionally insured;
- A maximum of eight (8) signs is permitted. Sign size permitted – 18" x 24" or 3 square feet, no more than 3' above existing grade;

- Off-premises signs shall not have any windblown devices attached to sign. Windblown devices include but are not limited to balloons, windsocks, flutter or feather flags, streamers, banners etc.;
- All off-premises signs approved as part of an event are required to be removed immediately after the event has ended. Any signs left in the Right-of-Way more than 12 hours after the event has ended shall be a violation of the Punta Gorda Code and you may be charged with a violation and costs associated with removing signs.
- Choose location map #1, #2, #3, or #4. Please contact 941-575-3372 for the suggested maps.

Adrianna Gehrke	05/06/2026
Urban Design Representative	Date

SANITATION DIVISION | SOLID WASTE REMOVAL SERVICES

The event organizer is responsible for all trash clean up and removal related to the event.

Jennifer Daumann	5-6-2026
Sanitation Division Representative	Date

FACILITIES

PLEASE ENTER COMMENTS HERE

Facilities Department Representative	Date

BUILDING DEPARTMENT

PLEASE ENTER COMMENTS HERE

Building Department Representative	Date

FIRE DEPARTMENT

A tent permit is required by the fire department. No other comments.

Fire Permit received on:

Payment for services received on:

TJ Smith Fire Department Representative	5/5/2026 Date

POLICE DEPARTMENT

One detail officer required

Payment for services received on:

Captain Norman Nahra Police Department Representative	5/7/26

PUBLIC WORKS

PLEASE ENTER COMMENTS HERE

Payment for services received on:

Right-Of-Way	Date

PARKS AND GROUNDS

PLEASE ENTER COMMENTS HERE

Park deemed not damaged on:

Parks and Grounds Representative	Date

DEVELOPMENT REVIEW COMMITTEE
CITY OF PUNTA GORDA
05/22/2026

PERMIT REVIEW

Title:	Event Permit - 26-00196626 - West Indies Carnival at Laishley Park - July 31, 2026 - August 1, 2026
Funds:	
Recommended Action:	For DRC review and approval of event.
Summary:	West Indies Carnival is an event happening at Laishley Park on July 31, 2026 through August 1, 2026. The event will have live entertainment, food, alcohol, tents and vendors. The applicant is requesting the use of electricity on the stage and spider boxes in the felid.
Department/Division:	Urban Design

EXHIBITS:

1. Application
2. Event Review Report

Punta Gorda

Application fee PAID APR 07 2026

CITY OF PUNTA GORDA
~~PARK RENTAL & EVENTS~~
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
ParkRental@CityofPuntaGordaFL.com
(941) 575-3367

EVENT PERMIT APPLICATION

IMPORTANT: Applications for event permits must be submitted for processing at **least sixty (60) days prior** to the event. The following information is required for all event permits issued by the City of Punta Gorda. Please be aware that approval does not exempt the applicant from any County, State or Federal criteria which may apply to such event or activity. Non-refundable application fee shall be paid at time of application or the application will be returned. Rental fees will be paid at approval of the event request. All questions must be answered, incomplete applications will be rejected. Signature must be notarized or application will be rejected. For further information, contact the Urban Design Division.

EVENTS REQUESTING TO CLOSE THE HARBORWALK FOR AN EVENT, REQUIRE SPECIAL COUNCIL APPROVAL UNLESS OTHERWISE AUTHORIZED AND LISTED IN THE EVENT APPLICATION PACKAGE. IF THE EVENT IS APPROVED TO CLOSE THE HARBORWALK, THE EVENT ORGANIZER MUST PLACE DETOUR SIGNS A MINIMUM OF 24 HOURS PRIOR TO CLOSURE INFORMING THE PUBLIC OF THE CLOSURE OF HARBORWALK AND OFFERING A DETOUR TO THE ROUTE. EVENT ORGANIZER *MUST* SUPPLY THEIR OWN DETOUR SIGNS, AFTER SUBMITTING A DIGITAL COPY OF THE SIGN, AND SIGN LOCATION PLACEMENT FOR APPROVAL.

DATE RECEIVED: 3/7/26	**PERMIT NO:** 26-00196626
Application Fee: $50.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:**
Name of Event	West indies Carnival
Applicant or Organization	Ursula Powell
Event Date(s)	July 31 - Aug 1st

Type: If event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged the for-profit rate. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate.

☐ For profit ☒ Not-for-profit (type Social, provide IRS certification) ☐ Joint Event

Name of Responsible Party	Ursula Powell	Title	
Address	[redacted]		
Phone #'s			
Description of Event	Carnival with Vendor and Music		

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event. In addition, an accessible route site plan is required and must include all elements outlined on the ADA Checklist provided in the event manual.

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☑ Open Space ☑ Open Air Pavilion ☑ Gazebo ☑ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter ☐ Open Air Chapel ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____

Set up Time			Event Time			Clean Up Time		
Date	From	To	Date	From	To	Date	From	To
~~8-1-26~~ 7-31-26	8:30	10:AM	8-1-26	11:00	10:PM	8:2:	11:00	1:PM

Has this event been held in the Past?	☑ No ☑ Yes – When past five years In attendance _____		
Anticipated Crowd Size for this event	50 ~~60~~ 100	Peak Hours 2- 10	
Will there be a charge for Parking	☑ No ☐ Yes	Will off-site parking be provided	☑ No ☐ Yes
Will any type of "shuttle" service from parking to entrance be provided?	☑ No ☐ Yes –By whom_____ If yes, will the shuttle equipped for those with disabilities? ☑ No ☐ Yes		
Will there be amplified music or entertainment?	☑ No ☑ Yes	Will any street(s) or sidewalk(s) be closed?	☑ No ☐ Yes
Are off-premise directional signs or other types of advertising devices being requested?			☐ No ☑ Yes
Will tents or canopies be used?	☐ No ☐ Yes – How Many? 5 or 6 What Size? 10x10		
Will alcoholic beverages be sold or consumed on the premises?	☑ No ☑ Yes – Alcoholic Beverage Permit Holder _____		
Are Fireworks planned?	☑ No ☐ Yes	Does the applicant own the property where the event is to be held?	☑ No ☐ Yes
Will private security be provided to protect exhibits, equipment or facilities brought on-site for this event	☐ No ☑ Yes – Name of Security Company Punta Gorda Police Charlotte County Sheriff		
Will food be cooked and/or catered on-site during this event?	☑ No ☑ Yes – has the Health Department been contacted ☐ No ☐ Yes		
Will temporary sanitary facilities be provided?	☑ No ☐ Yes	*Portable toilets and portable hand washing facilities are REQUIRED for ANY event serving/selling food and/or beverages. (Only exception is in Laishley Park)	

*If portable toilets are provided for use by event participants, **a minimum of five percent of all units, but never less than one unit, must be accessible.** Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Will disposable cardboard trash receptacles be provided?	☑ No ☐ Yes
Will additional refuse containers/dumpsters be provided? (If serving food a dumpster is required)	☑ No ☐ Yes – By whom? _____
Are live animals going to be part of this event?	☑ No ☐ Yes – Type? _____ How Many? _____
Who is the event's designated ADA Coordinator responsible for ensuring event is accessible to those with disabilities?	Name: Ursula Powell Phone: [redacted] Email Address: [redacted]

Will Punta Gorda Personnel be Requested?	Police ☑ No ☐ Yes	Fire ☐ No ☐ Yes	Public Works ☐ No ☐ Yes

Events on City Property. Please provide the City of Punta Gorda with a Certificate of Insurance for property and Liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of $1,000,000 per occurrence and Property Damage liability as follows: ***$100,000 for Ponce de Leon; $500,000 for Gilchrist & Laishley Park****, must be provided prior to permit approval*

Do you have the appropriate insurance?	☐ No ☐ N/A ☑ Yes	Is the City named as an additional insured?	☐ No ☐ N/A ☐ Yes
Does this event require the use of Water? Ursula Powell	☑ No ☐ Yes	Does this event require the use of Electric?	☐ No ☑ Yes

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	[redacted]
Address	
Phone #	

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to acts of God, pandemics, natural disasters, etc., or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature

Organization

Ursula Powell
Type or Printed Name & Title

4/7/24
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this day of April 7 20 26, by Ursula Powell, who is personally known to me or who has produced FL DL as identification.

(Signature of Notary)

MADISON HENDERSON
Notary Public - State of Florida
Commission # HH 436849
My Comm. Expires Aug 23, 2027

Punta Gorda

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

OFF PREMISES SIGN PERMIT APPLICATION

DATE RECEIVED:	**PERMIT NO:**
Application Fee: $25.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:**

Event Name	West Indies Carnival	Event Date(s)	8-1-26
Name of Requestor		Title	CARNIVAL
Address	[redacted]		
Phone #'s			
Total number of signs being requested	8	Dimension of Signs	12 x 24
What Map Location will be used?	☐ Map #1	☐ Map #2	☐ Map #3 ☐ Map #4
Date(s) signs are requested	4-7-26		
Description of Event	CARNIVAL		

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) ☐ Other (Specify)_____	☐ Open Space ☐ Open Air Pavilion ☐ Gazebo ☐ Exclusive Use (Specify) ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter Open Air ☐ Chapel Exclusive Use ☐ (Specify) ☐ Other (Specify)_____

Set up Time		
Date	From	To
8-1-26	8:00 AM	10.00

Florida's Harborside Hometown

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	Ursula Powell	Title	CARnival
Address	[redacted]		
Phone #'s			

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature

Organization

Powell Ursula

Type or Printed Name & Title

4/7/26

Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this day of April 7, 2026, by Ursula Powell, who is personally known to me or who has produced FL DL as identification.

(Signature of Notary)

MADISON HENDERSON
Notary Public - State of Florida
Commission # HH 436849
My Comm. Expires Aug 23, 2027

(Seal)

4100

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
Extra-Duty Law Enforcement/Security Related Services

The following are general conditions that the person/business requesting Extra-Duty Law Enforcement/Security:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 8:00am-4:30pm), contact must be made with the Operations Captain on duty by calling 941-575-5533.
2. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a law enforcement officer, is in violation of State or Federal law or Office policy.
3. The rate charged an employer for extra-duty law enforcement security related services shall be standardized hourly rate established by the City of Punta Gorda Police Department which shall include compensation of personnel, any applicable employment taxes, and any administrative costs to administer the program.
4. Payment for any services directly to the member is strictly prohibited. The City of Punta Gorda Police Department will be responsible for collecting such payment and making disbursement to the member.
5. Extra Duty law enforcement services shall be performed within the boundaries and jurisdiction of Punta Gorda.
6. The person/business making the request for Extra-Duty law enforcement services, may request a particular member to work the detail, however the City of Punta Gorda Police Department has final selection of all members who work extra-duty law enforcement details.
7. If no particular member is requesting to work the Extra-Duty law enforcement detail, the City of Punta Gorda Police Department reserves the right to forward the contract to the Charlotte County Sheriff's Office and the person/business holding the event will be billed at the Charlotte County Sheriff's Office current billing rate.
8. The person/business requesting the extra-duty law enforcement service will make payment within ten (10) days of the service being performed. Payment will be made to the City of Punta Gorda Police Department and will accompany the application for request of services.
9. Cancellations of service by the Permittee (person/business requesting service) MUST be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least 2 full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For the unforeseen issues after normal business hours, call our Communications Center at 941-639-4111. Failure to do so will result in the City of Punta Gorda Police Department billing permittee for three (3) hours minimum for administrative cost.
10. If the employment has been sanctioned and authorized as provided in this policy, liability and Worker's Compensation Insurance Coverage provided by the Police Department will be in effect if the off-duty officer sustains an injury whileenforcingthecriminal,trafficorpenallawoftheStateorCityordinances while the member is performing extra-duty law enforcement/security related employment.
11. All permits must be obtained 10 days in advance. In emergency situations, exceptions may be made by the program administrator.

I have read, understand and agree to the above listed conditions.

Punta Gorda

CITY OF PUNTA GORDA

POLICE DEPARTMENT
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5533
CityofPuntaGordaFL.com

OFF DUTY VENDOR CONTRACT – POLICE DEPARTMENT

PERMITTEE							
Event Name	West Indies Carnival Ursula Powell		Organization				
Name of Permittee/Vendor	Ursula Powell		Title	CM			
Address		City		State		Zip	
Phone #'s	[redacted]			Email address			
DATE(S) SERVICE IS NEEDED							
Hours	From: 11 AM ☑ AM ☐ PM			TO: 10:00 ☐ AM ☑ PM			
Numberofofficersrequested	X	Per hour for Officer (two hour minimum)	=	TotalCharge			
[redacted]				$			

ALL FEES WILL BE PAID PER THE CURRENT CITY'S CALCULATED RATE FOR THE CITY EMPLOYEE AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE.

PAYMENTS WILL BE MADE WITHIN TEN (10) DAYS OF THE EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IF THE PERMITTEE/VENDOR CANCELS THE DETAIL ON THE DAY OF THE EVENT, A THREE (3) HOUR MINIMUM PER OFFICER WILL BE CHARGED.

Description of service to be provided	Charlotte County Police Beverage Control
Report to	

I, Ursula Powell as authorized representative of Wendy Promotion (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these condition in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Police Department and its member will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Signature Authorized Representative of Vendor Date 4-1-20

The above application for permit is hereby granted, and above application together with the attached "Conditions of Permit are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit. Expiration date of this permit

Signature City Representative Date Permit Number

ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE

Map Layout



March 18, 2025

Road Centerlines

Highway

Collector

Local

Freeway

Major Arterial

Minor Arterial

Block Number

Lots

Property Ownership

1:1,000

0 0.01 0.01 0.03 mi

0 0.01 0.02 0.04 km

Charlotte County, Charlotte County GIS

Charlotte County GIS

CITY OF PUNTA GORDA

FIRE DEPARTMENT
1410 TAMIAMI TRAIL
PUNTA GORDA, FL 33950
(941) 575-5529
CityofPuntaGordaFL.com

SPECIAL EVENT SAFETY CHECKLIST

Attention Event Permit Applicants & Participants:

The following fire safety requirements shall apply to all special events in the City of Punta Gorda.

- ✓ All tents and canopies under which any type of cooking or warming of food items is conducted will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ Use of electrical or gas powered equipment will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ All vendors with electrical power, cooking or food warming and any flammable hazards will be required to have a State certified (state tagged) portable fire extinguisher mounted within the vendor area. All fire extinguishers will be a minimum size of 5 pounds, ABC type.
- ✓ All vendors cooking with oils or grease type products will need to have absorbent material for any spills (i.e., sand or kitty litter).
- ✓ Any cooking equipment shall be in good operational condition (LP tanks, hoses, generators, grills and electrical appliances). All appliances shall be properly secured and out of egress pathways.
- ✓ Gasoline containers shall be approved types and shall not be stored under tents or in egress pathways.
- ✓ LP tanks shall be properly secured from any falling or tipping hazards and kept clear of egress pathways.
- ✓ Extension cords shall be heavy duty outdoor use type. Cords shall not be spliced together or tied in knots. Extension cords shall be kept clear of standing water and where they pass through pedestrian areas shall be secured, as to not cause trip hazards.

Jennifer J. Molnar,
Fire Marshal, PGFD

Event coordinator shall provide a signed copy of this document to the Fire Department in acknowledgement and full understanding of the above stated fire safety requirements that all event participants must abide by

All VENDORS MUST ACKNOWLEDGE RECEIPT IN ORDER TO PARTICIPATE IN A CITY EVENT

By signing this form the event coordinator insures that all participants/vendors of the event have received a copy of these listed requirements and clearly understands each applicable requirement listed.

Name	Ursula Powell		Title		
Address	[redacted]				
Phone #'s					
Event Name	Carnival	Event Date		Event Time	6:00 PM to 10:00 PM

Signature

West indies carnival
Organization

Ursula Powell
Type or Printed Name & Title

4/7/26
Date

Florida's Harborside Hometown

CITY OF PUNTA GORDA

FIRE DEPARTMENT
1410 TAMIAMI TRAIL
PUNTA GORDA, FL 33950
(941) 575-5529
CityofPuntaGordaFL.com

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By signing this form the event coordinator insures that all participants/vendors of the event have received a copy of these listed requirements and clearly understands each applicable requirement listed.

Name	Ursula Powell		Title		
Address	[redacted]				
Phone #'s			Email address		
Event Name		Event Date		Event Time	11:00 to 10:PM

Signature

Organization

Ursula Powell
Type or Printed Name & Title

4-7-26
Date

Punta Gorda

CITY OF PUNTA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

LAISHLEY PARK RENTAL CONTRACT

Levels of sound, music, and noise produced at the authorized event shall not exceed levels which are unreasonably loud, raucous, jarring, or disturbing, to a reasonable person of ordinary sensibilities as determined by City of Punta Gorda law enforcement officers. If at any time a City of Punta Gorda law enforcement officer determines that this standard has been violated, said officer shall have the authority to require the Event Organizer, or any agent thereof, to take all necessary and appropriate actions to prevent further violations of this standard. If, the Event Organizer, or any agent thereof, fails to obey the orders of the law enforcement officer, Event Organizer will be required to present any future events to City Council for review prior to approval.

The event organizer has been informed that all events at Laishley Park, including nonmusical events, must be completely closed by 10:00 pm. If any event wishes to continue past 10:00 pm, Special Council Approval is required.

The event organizer has been informed that either snow fencing or sufficient ribbon and stakes must be placed along both sides of the entrance to Harborwalk Condominiums by the event organizer or his/her designee, a minimum of 24-hours prior to the event to prevent vehicles from parking in that area.

EVENTS REQUESTING TO CLOSE THE HARBORWALK FOR AN EVENT, REQUIRE SPECIAL COUNCIL APPROVAL UNLESS OTHERWISE AUTHORIZED AND LISTED IN THE EVENT APPLICATION PACKAGE. IF THE EVENT IS APPROVED TO CLOSE THE HARBORWALK, THE EVENT ORGANIZER MUST PLACE DETOUR SIGNS A MINIMUM OF 24 HOURS PRIOR TO CLOSURE INFORMING THE PUBLIC OF THE CLOSURE OF HARBORWALK AND OFFERING A DETOUR TO THE ROUTE. EVENT ORGANIZER *MUST* SUPPLY THEIR OWN DETOUR SIGNS, AFTER SUBMITTING A DIGITAL COPY OF THE SIGN, AND SIGN LOCATION PLACEMENT FOR APPROVAL.

Name	Ursula Powell			Title	
Address	[redacted]				
Phone #'s					
Event Name		Event Date		Event Time	11-02 to 10:PM

NOTARIAL CERTIFICATE – ACKNOWLEDGEMENT

I, the undersigned, being first duly sworn, testify and say that I hereby agree to all conditions and regulation set forth in the event manual, application and contract as adopted by City Council.

Signature of Owner or Authorized Agent | Ursula Powell Print Name | Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this day of April 7, 2023, by Ursula Powell, who is personally known to me or who has produced FLDL as identification.

(Signature of Notary) Madison H

MADISON HENDERSON
Notary Public - State of Florida
Commission # HH 436849
My Comm. Expires Aug 23, 2027
(Seal)

Florida's Harborside Hometown

CITY OF PUNTA GORDA

FACILITIES MAINTENANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
Facilities Supervisor(941) 575-5041
CityofPuntaGordaFL.com

FACILITIES MAINTENANCE DIVISION VENDOR CONTRACT

PERMITTEE			
Event Name	west indies carnival	Organization	
Name of Requestor/Applicant	Ursula powell	Title	
Address	[redacted]		
Phone #'s			
DATE(S) SERVICE IS NEEDED	Aug 1st 2026		
Hours	From: 8:00 ☑ AM ☐ PM	TO: 10:00 ☐ AM ☑ PM	
PERMITTEE REQUIRED TO CONTACT FACILITIES A ***MINIMUM*** OF 2 WEEKS PRIOR TO DISCUSS SERVICES NEEDED FOR WATER & ELECTRICITY AND IN WHAT AREAS/LOCATION.			
Water	Describe Need	NO water	
	Area/Location		
Electricity	Describe Need	Power for food vendors & entertainment	
	Area/Location	Stage & Spider boxes	

FACILITIES MAINTENANCE DIVISION WILL MEET WITH EVENT PERMITTEE 24-48 HOURS PRIOR TO THE EVENT TO TRANSFER KEYS, CODES AND COMBINATIONS FOR UTILITES ACCESS. FAILURE TO DO SO MAY RESULT IN A MINIMUM OF TWO (2) HOURS OVERTIME CHARGE OF $50.00 PER HOUR

I, Ursula powell as authorized representative
Of west indies carnival (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Facilities Maintenance Division and its employees will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Signature Authorized Representative — Date 4/1/26

Punta Gorda

Off Duty Vendor Contract

CONDITIONS OF PERMIT

Facilities Division Related Services

The following are general conditions regarding Facilities Division related services:

1. It is the applicant's responsibility to contact the Facilities Maintenance Division a ***minimum*** of 2 weeks (10 business days) prior to the event to discuss water & electric needs and service availability.
2. Facilities Maintenance Division will meet with the applicant 24-48 hours prior to the event, during normal business hours (M-F 7:00am-3:30pm), to transfer keys, codes, and utility access to the applicant.
3. If City restroom facilities are being used, it is the responsibility of the applicant clean and restock all paper products – Facilities Maintenance will provide the necessary supplies.
4. It is the applicant's responsibility to remove all trash related to the event.
5. It is the applicant's responsibility to return any keys to Facilities Maintenance Division within 24 hours after the event.
    a. Failure to return key(s) within 24 hours may result in a forfeiture of a portion of the damage deposit
    b. If key(s) are lost or damaged the applicant will be required to pay a replacement fee of $50.00
6. If you require assistance from a Facilities Employee after normal business hours (M-F 7:00am-3:30pm), contact must be made with the after-hours employee by calling 941-637-3299.
7. Facilities Employee(s) will, with-in reason, after being contacted, be onsite to restore/repair utilities/services.
8. Any employee called out to restore/repair utilities/services due to damage (not normal wear and tear) shall charge the rental/event permittee for time dispatched until the employees' returns.
9. The City of Punta Gorda Facilities Division has final selection of all employees who work extra-duty details.
10. Cancellation of services by the Permittee (person/event requesting service) MUST be made at least 48 hours in advance. Failure to do so will result in the City of Punta Gorda Facilities Department billing permittee for two (2) hours minimum for administrative cost.

I have read, understand and agree to the above listed conditions.

Signature of Public or Private Permittee

4/7/26
Date

City of Punta Gorda, Florida

Event Review Report

Event Name: West Indies Carnival
Location: Laishley Park
Date/Dates: 7/31/26 - 8/2/26
Event Contact: Ursula Powell
Phone: 941-336-1809
Email: wendygold12662@gmail.com
Permit # 2600196626
DRC: 5/22/26 CC: n/a
Sent DRC Date: Sent DRC Conditions:
COMMENTS DUE 5/14/26

Receipt # Check # Requested Damage Deposit: N/A

Application Received: 3/7/26	Insurance: NEED
Facilities: ✅	Letter from Property owner: N/A
Police: ✅	Beverage/ Extension License: NEED
Fire: N/A	Tax exempt: ✅
Special Event: ✅	FDOT permit: N/A
ADA: ✅	Paid park rental: N/A
Off premises signs ✅	Example of off premises signs: NEED

The following comments and/or concerns were identified by the City's Staff regarding this Special Event Application.

ZONING & CODE COMPLIANCE

Zoning is requesting:

- Confirmation of whether event organizer is a for/nonprofit. A copy of IRS Tax Exempt Certification will be required if non-profit;
- Please indicate whether alcohol and food will be served/consumed;
- Name of company who will be providing alcohol;
- Alcohol Beverage license;
- If food is being served, event organizer must certify that each vendor has State of Florida Health Department approval.
- Please indicate if there will be amplified music;
- Please indicate if there will be tents;

- Please indicate whether Fire or Public Works are being requested;
- Map of locations for off- premises signs;
- Certificate of Insurance with the City listed as additionally insured;
- A sample sign or digital photo of the proposed sign must accompany the application to include proper dimensions of the sign and overall height of the sign. A maximum of eight (8) signs is permitted. Sign size permitted – 18" x 24" or 3 square feet, no more than 3' above existing grade;
- Off-premises signs shall not have any windblown devices attached to sign. Windblown devices include but are not limited to balloons, windsocks, flutter or feather flags, streamers, banners etc;
- All off-premises signs approved as part of an event are required to be removed immediately after the event has ended. Any signs left in the Right-of-Way more than 12 hours after the event has ended shall be a violation of the Punta Gorda Code and you may be charged with a violation and costs associated with removing signs.

Adrianna Gehrke	05/04/2026
Zoning & Code Compliance Representative	Date

SANITATION DIVISION | SOLID WASTE REMOVAL SERVICES

The event organizer is responsible for all trash clean up and removal related to the event. A dumpster and cardboard trash receptacles are required when food is served. The City does not rent dumpsters or provide trash receptacles.

Jennifer Daumann	5-6-2026
Sanitation Division Representative	Date

FACILITIES

PLEASE ENTER COMMENTS HERE

Facilities Department Representative	Date

FIRE DEPARTMENT

PLEASE ENTER COMMENTS HERE

Tent permit is required. No other comments.

TJ Smith	5/4/2026
Fire Department Representative	Date

POLICE DEPARTMENT

They are required to have one detail officer and payment is required up front in cash or bank check. No personal or business checks will be accepted.

Captain Norman Nahra _5/4/26_____ Police Department Representative	Date

PUBLIC WORKS

No further comments

Thomas Macy Public Works Department Representative	5/5/2026 Date